

DA 88 - 2603  
16 December 1988

DDK  
EO  
PE  
ACD  
Sent to  
Coughlin

MEMORANDUM FOR: Director of Central Intelligence

FROM: R. M. Huffstutler  
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 16 December 1988

25X1

2. OS has received over 300 requests from Agency and Intelligence Community computer users for the updated version of OS-developed personal computer (PC) utilities software. This software significantly improves the secure copying of files and complete erasure of information from disks.

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3. OS presented the first running of two Information Systems Security courses for users and managers. The courses are designed to provide an overview of system security principles and policies.

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6. The Office of Training and Education (OTE) held its first annual conference for analytic trainers in the Intelligence Community, "Training to Keep Up with a Changing World: Where Are We Now, Where Are We Going?" The 28 participants included trainers and analysts from 11 agencies.

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S E C R E T

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8. OTE conducted a Response to Terrorism course which examines the role of US Government components in responding to the terrorist challenge. Innovations in this running included a session on new developments in terrorists' use of firearms and explosives and a presentation [redacted]

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9. The Office of Personnel (OP) notes that on 8 December the Agency exceeded its Combined Federal Campaign (CFC) goal with total contributions of \$506,496 or 100.5 percent of the \$504,000 goal. Donations of \$86,759 were received for the Agency's Educational Assistance Fund and \$47,792 for the Public Service Aid Society. For the first time, CFC gave a golden eagle pin to each of 74 Agency employees contributing at least one percent of their annual salary to the CFC. [redacted]

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11. OP has developed a Former Spouse Data Base system to record and maintain information on all qualified former spouses of annuitants receiving benefits under various forms of former spouse legislation. [redacted]

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[redacted]  
R. M. Huffstutler

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S E C R E T

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ORIG: DDA/M [redacted] dt:16 December 88 (weeklib)

**Distribution:**

25X1

- 0 - DCI
- 1 - DDCI
- 1 - EXDIR
- 1 - OCA [redacted]
- 1 - EA. DA OD
- 1 - SSA/DDA
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- 1 - DDA/EEO
- 1 - ISD
- 1 - RPD
- 1 - DDA Subj
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